IPITOMY

Recording Menu Greetings
IPitomy Systems

Menu	Description	Password

Initial Recording of the Menu Greeting
1. Dial the **three digit number** of the menu from the table above you wish to record using the table above.
2. While the prompt is playing, enter the **Password** of the menu.
3. It will then say "Menu Administration. Your current menu prompt is set to announcement one."
4. Enter the announcement number to manage. Press **1** for announcement one.
5. Press **2** to record the greeting (announcement).
6. After the tone, **record** the greeting. Press **#** when finished.
7. If you want to re-record the greeting, repeat steps 5-6.
8. You can press **1** to listen to the newly recorded greeting.
9. *Press 3 to enable this greeting*.
10. Press # and hang up.

Recording Additional Greetings
The IPitomy system allows you to record multiple prompts for the same menu. This can be useful for recording a holiday or emergency greeting. When that even is over, you can switch the greeting back to the normal closed message without having to re-record this.

To Record Other Greetings in the Same Menu
1. Dial **the three digit number** of the menu you wish to record using the table above.
2. While the prompt is playing, enter the **Password** of the menu.
3. It will then say "Menu Administration. Your current menu prompt is set to announcement ____."
4. You can press * to hear the current greeting that is currently playing at this point.
5. Select another announcement by pressing the **announcement number** (1-5).
6. It will then confirm by saying "Announcement _____ management."
7. Press **2** to record the greeting (announcement).
8. After the tone, **record** the greeting. Press **#** when finished.
9. If you want to re-record the greeting, repeat steps 7-8.
10. You can press **1** to listen to the newly recorded greeting.
11. *Press 3 to enable this greeting.*
12. Press **#** and hang up.

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To Switch Between Multiple Greetings
1. Dial the **three digit number** of the menu you wish to record using the table above.
2. While the prompt is playing, enter the **Password** of the menu.
3. It will then say "Menu Administration. Your current menu prompt is set to announcement _____."
4. You can press ***** to hear the current greeting that is currently playing at this point.
5. Select the announcement number of the greeting you want to switch to by pressing the announcement number (1-5).
6. It will then confirm by saying "Announcement _____ management."
7. Press **1** to listen to make sure the prompt is the correct one.
8. Press 3 to enable the prompt.
9. Press # and hang up.

Recording and Changing Greetings from Outside the Office
1. Dial the **number** which goes to menu you wish to change. Usually, this is your main number when your office is closed.
2. Follow the previous instructions, starting with step 2.

If you are unsure of the menu number or have any other questions, please call the office at 302-792-9200.
For more information, please visit our support page at http://www.advnetwork.com/support.html